

DRAFT

BOARD OF SUMTER COUNTY COMMISSIONERS JOB DESCRIPTION

JOB TITLE: Reserve Member - Support

DEPARTMENT: Fire/Rescue Services

DIVISION: Fire Services

GENERAL DESCRIPTION:

Performs duties which may include general maintenance, repair and upkeep in the fire stations under the responsibility of Sumter County Fire Rescue. Performs various tasks that support the overall mission of the department. Includes apparatus checks, inventory and facility maintenance, administrative and scene support functions. Other illustrative job tasks may include, but are not limited to: rehab support, vehicle fueling, vehicle fluid checks, pump operations tests, hose tests and ensuring that the equipment, vehicles, and apparatus are ready to respond to emergency calls. May operate in non-combat roles at emergency incident scenes. This position is compensated based on a per call basis.

ESSENTIAL JOB FUNCTIONS:

1. Reports to the Fire Chief through the chain-of-command on the status of fire apparatus readiness and repair.
2. Ability to understand and follow, department memoranda, operating procedures, operating guidelines and work assignments.
3. Performs work and maintenance procedures under the direction of officers in the Sumter County Fire Rescue system.
4. Drive and operate vehicles and fire apparatus after successful completion of department training.
5. Participates in surveys and pre-incident planning and fire prevention educational activities. Completes survey drawings and other forms as required for pre-incident planning.
6. Ability to complete inventories of various department supplies & equipment.
7. Administer emergency medical services to sick and injured persons, and assist with Rehabilitation Group activities as appropriate.
8. Attends regular training for professional enhancement and certification renewal (as applicable).
9. Prepares and processes reports and records as appropriate for tasks completed.
10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE SKILLS, AND ABILITIES:

- Knowledge of telephone etiquette and ability to operate office equipment.
- Knowledge of the Florida Rules and Regulations for operating motor vehicles.
- Knowledge of the location of the fire stations and various governmental facilities in Sumter County.

- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate verbally and in written format.
- Ability to work as part of a team and follow directions.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to enter data into a computer and use the Florida Fire Incident Reporting System.
- Ability to read and interpret fluid level indicators, gauges, indicators and related equipment.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida driver's license of the correct class for the vehicle driven, and driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Can distinguish colors
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk, view a display screen and input data.
- Moderate lifting and carrying (up to 45 pounds)
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Walking
- Standing
- Operation of motor vehicle

ENVIRONMENT CONDITIONS:

- Works inside and outside in various weather conditions. with noise, slippery surfaces, and uneven surfaces.
- Extreme cold: Temperatures below 32 degrees for periods of more than one hour.
- Extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- Noise: Sufficient noise to cause the worker to shout in order to be heard.
- Vibration: Exposure to oscillating movements of the extremities or the whole body.
- Hazardous situations: Proximity to moving mechanical parts, electrical current, working on scaffolding and high places (up to 100 feet), and exposure to chemicals.
- Atmospheric conditions: One or more of the following conditions that affect respiratory conditions or the skin: Fumes, odors, dust, mists, gases, or poor ventilation.
- Heights (up to 50 feet)

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status